

# **Coast Guard Recruiting**

**Updated: 8/11/2011**

***Do not attempt to seek a release from rate by contacting your rated Assignment Officer. That evolution is handled by the Special Assignments Officer.***

## ***Job Description***

To provide quality people to meet the Coast Guard's military personnel needs and to enhance public awareness of Coast Guard jobs and career opportunities using teams of innovative, trustworthy professionals. The primary mission is to recruit the best possible applicants from the recruiting office's area of responsibility. Prospective recruiters should be energetic and show a spirited focus on recruiting minorities and women to support the Commandant's initiative for a diversified workforce. Recruiters will recruit for active duty, reserve, Officer Candidate School and direct commission programs. Recruiters are expected to visit schools, colleges, clubs, and community centers (etc.). Recruiters often speak to the applicant's parents and possibly siblings to put them at ease and to garner support for the applicant's new life style. Recruiters may work irregular hours and perform travel to accomplish mission. Recruiters may also be called upon to perform honor guard duty for funeral services or parades. All recruiters will attend a four-week recruiter course located at Training Center Cape, NJ and receive valuable human resource training/skills on the job.

## ***Minimum Qualifications***

- **UPDATE:** *Regional Supervisors assigned to CGRC, Arlington VA: Any E-8 (not above the cut or predicted to advance to E-9). Prior recruiting experience is desired but not required.*
- Production Recruiters in the field: Any E-7 (not above the cut or predicted to advance to E-8) and all E-4 thru E-6s.
- Tour complete in assignment year 2012. No waivers.
- Have four (4) years of service by 1 Jul 2012. Waiver available for up to 3 months. Must be requested by the CO within the certification form.
- You MUST meet the assignment criteria outlined on the certification form which is a combination of CG PERSMAN Arts. 4.E.2 and 4.E.7. If you review the qualifications in the manual you will find not all qualifications were listed on the certification form (i.e. ASVAB scores). This was an intentional action by EPM and the Program Manager to remove elements that no longer held value to the process. PERSMAN change forthcoming.
- The applicant must meet the eligibility requirements on the date he or she signs the certification form (except for years of service as noted above).

## ***Timeline: UPDATED***

- **NLT 10 June 2011:** *Certification Form and photos to be received at EPM-1.*
- **11 June – 26 July 2011:** *CG Recruiting Command conducts interviews with applicants. If the member will be unavailable for an interview during this time due to an operational commitment, the member must advise CG PSC-epm-1 NLT 10 June via email at: **ARL-PF-CGPSC-epm-1-Panels@uscg.mil**. Arrangements will be made for a later interview (prior to the panel date) as long as all documentation is on file at CG PSC-epm-1.*
- **27-28 July 2011:** *Selection Panel convenes*
- **OOA 03 August 2011:** *Panel results released via ALCGENL message. All applicants selected for recruiting duty will receive an email from the Special Assignments Officer stating whether or not s/he has been released from rate. DO NOT ENGAGE YOUR RATED ASSIGNMENT OFFICER TO ASK IF YOU HAVE BEEN OR WILL BE RELEASED FROM RATE.*
- *The Shopping List will be published following the release of the panel results message.*

If you successfully screen for recruiting duty and are released from rate you will receive orders to a recruiting office. If you successfully screen for a Regional Supervisor position you will receive orders to CG Recruiting Command in Arlington, VA. Upon receipt of PCS orders selectees must obligate service for a full tour in recruiting (typically four years) or; serve at least two years in the position commencing on the reporting date prior to voluntary retirement. You do NOT have the option to turn down your assignment orders unless you request Separation in Lieu of Orders (SILO) or Retirement in Lieu of Orders (RILO) within 5 days after your Recruiting Orders are completed in Direct Access.

### **AY12 Recruiting Application Package and Process**

#### **Package Contents:**

1. Completed certification form (the link to this form is within the Special Assignments website under Recruiting).
2. Two photos (4x6 full length clear digital photos: Tropical Blue Long; uncovered; one side view, one front view.) Members currently deployed may wear ODU's w/sleeves rolled up. Pregnant members may wear the maternity uniform.

***Email packages and photos in one email to ARL-PF-CGPSC-epm-1-Panels@uscg.mil. The subject line shall read: "AY12 RECRUITING/RATE/NAME"***

Emailing of packages is highly encouraged. However if you do not have access to the required office equipment and/or email connectivity, please mail packages to:

COMMANDER (PSC-EPM-1)  
CG PERSONNEL SERVICE CENTER  
Attn: AY12 RECRUITER PANEL  
US COAST GUARD STOP 7200  
4200 WILSON BLVD STE 1100  
ARLINGTON VA 20598-7200

**\*\*\* Choose ONE mode of submission\*\*\***

If you must mail your application be advised that due to security procedures within the DHS sorting facility all mail can be delayed an average two weeks prior to arriving at the CG Personnel Service Center. Deadlines are still required to be met if this submission method is used.

### ***Phone Interview Suggestions:***

- Be positive about your Coast Guard life experiences and career field.
- Be prepared to tell “Your BEST day in the Coast Guard” story.
- Be prepared to tell “Your WORST day in the Coast Guard” story.
- Be proactive by studying so you are able to talk about the Coast Guard’s missions.
- Be proactive by studying so you are able to talk about Coast Guard enlisted ratings and basic job descriptions.

### ***Pay and Allowances***

Recruiters receive Special Duty Assignment Pay (subject to change by ALCOAST), a one-time supplemental clothing allowance and reimbursement for out-of-pocket expenses not to exceed \$75.00 per month.

### ***Training***

Professional recruiter training is four (04) weeks in length and is conducted at Training Center Cape May with graduates receiving five college credits at successful completion of the course (2 in Sales Management, 1 in Principles of Marketing, 1 in Personal Communication Skills, and 1 in Computer Database Management). Further information about this course can be viewed at:

<http://www.uscg.mil/hq/capemay/Trainingschools/Recruiterschool.asp>

### ***Shopping List***

Service needs and qualifications are the basis for every assignment. Members who are selected for recruiter duty and released from rate will be issued orders into recruiting.

**NOTICE: DO NOT SUBMIT ERESUMES PRIOR TO BEING INFORMED THAT YOU HAVE BEEN SELECTED. The Special Assignments Officer will inform you via email once it is known that you will or will not be released from rate.**

***Once again, do not attempt to seek a release from rate by contacting your rated Assignment Officer. That evolution is handled by the Special Assignments Officer.***